



Position Description

Construction Project Manager

JOB PURPOSE:

The Construction Project Manager reports to the Associate Vice President of Operations and is responsible for managing capital improvement and operational projects at Princeton Theological Seminary. This role ensures that all projects meet established timelines, scope, quality, and—most critically—budgetary requirements. The Construction Project Manager will work in close collaboration with the Director of Facilities, Public Safety, IT and the Director of Contracts and Procurement to ensure projects are aligned with Seminary standards and strategic objectives. A strong focus will be placed on budgeting, tracking expenses, and maintaining comprehensive documentation for all phases of project development.

ESSENTIAL FUNCTIONS:	% of time
Project Oversight and Execution	35 %
• Plan, organize, and assist managing capital projects from initiation to closeout.	
• Develop project scopes, schedules, phasing plans, and deliverables.	
• Ensure compliance with permitting, inspection, and building code requirements.	
• Monitor worksite conditions to ensure compliance with safety standards.	
• Review and recommend to approve or deny change orders for projects.	
Budget Management and Financial Oversight	30%
• Maintain, and track project budgets and expenditures.	
• Identify variances from the approved budget and recommend corrective actions.	
• Provide accurate and timely reporting of financials to the AVP of Operations.	
• Review and recommend invoices for approval for AVP of Operations.	
• Coordinate with procurement and finance teams to ensure timely processing of invoices and change orders.	
Stakeholder Coordination and Communication	20 %
• Collaborate regularly with the Director of Facilities, Public Safety, IT, and external consultants.	
• Participate and document project meetings; serve as the primary point of contact between departments and contractors.	
• Resolve project-related issues and facilitate communication across stakeholders.	
Contract and Vendor Management	10%
• Support the creation of bid packages and manage vendor selection processes.	
• Coordinate contract execution, compliance, and change management procedures.	
• Ensure that contractor work aligns with Seminary expectations and contractual terms.	
Other Responsibilities	5%
• Assist with special assignments and initiatives led by the AVP of Operations.	

• Serve on task forces, committees, or cross-departmental working groups as needed.	
• Identify and implement process improvements to enhance project delivery and accountability.	
TOTAL	100%
OTHER FUNCTIONS: Serves as requested on committees, task forces and community groups; partners with standing committees, and organizations in the region to share best practices and build partnerships.	

QUALIFICATIONS

CREDENTIALS REQUIRED:

- **Bachelor's degree** in Construction Management, Engineering, Architecture, or related field.
- Minimum of **5 years of experience** in project or construction management, preferably in higher education or institutional settings or **8 years of experience if only has an Associate degree**
- Strong financial acumen and experience managing multimillion-dollar budgets.
- Proficiency in Microsoft Office Suite and project management tools (e.g., MS Project, Procore, or similar).
- Valid driver's license and ability to visit job sites on and around campus.

PREFERRED QUALIFICATIONS AND SKILLS:

- PMP or CCM certification preferred.
- Experience working in historic or occupied campus environments.
- Proficiency in **AutoCAD** for reviewing or modifying architectural and engineering drawings.
- Ability to communicate complex technical and financial information clearly and effectively.
- Demonstrated ability to manage multiple priorities in a fast-paced environment.
- Collaborative, highly organized, and detail-oriented with strong follow-through.

PHYSICAL / ENVIRONMENTAL DEMANDS:

Must be able to navigate construction sites, including walking, climbing, and lifting up to 50 lbs.
 Exposure to typical construction site conditions (dust, noise, uneven terrain, varying temperatures).
 Some evening and weekend work may be required during peak project periods.